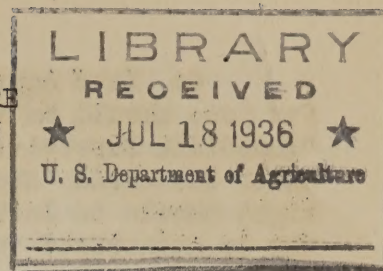


UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.



July 6, 1936.

Dear Director:

Advice of allotment and letter of authorization for expenditures in your State during the fiscal year 1937 are being prepared, bearing a new number. Effective immediately, appropriation "126/71015.1 - Conservation and Use of Agricultural Land Resources (Administration AAA)" should be substituted on all vouchers, and should be used in connection with telephone calls and telegrams, for the appropriation formerly used, i.e.; 36/7571.1. Your State and County code symbols will remain the same, except that where a charge is against the State Office only, the symbols "888" should follow the State symbol, i.e. 11-888. The figure "11" indicates the State and the figure "888" indicates that the charge is correctly made to the State Office.

The following administrative instructions are prepared for your guidance and are required by auditing procedure unless specific advice to the contrary is received. If these instructions are followed carefully, claims for reimbursement for travel, rentals, telephone contracts and temporary service certificates will move forward for payment promptly and it is earnestly requested that every effort be made to have your State Office force adhere to these instructions.

In connection with the use of Public Vouchers for Reimbursement of Travel and Other Expenses Including Per Diem, Standard Forms Nos. 1012 (white) and 1012a (yellow) and Public Vouchers for Purchases and Services Other than Personal, Standard Forms Nos. 1034 (white) and 1034a (yellow), the following procedure is outlined:

1. Enter on the face of the voucher in the appropriate place, the appropriation from which the expense is payable.

2. In the block headed "Accounting Classification" on the face of Form 1012 and Form 1034, enter the Division Symbol (0500) followed by the State Symbol and where applicable, the County Symbol to which the expense should be charged.

3. The name appearing near the top and the signature of the "payee," on the face of the 1012 voucher must both be identical with that shown in the letter of authorization issued to the traveller.

4. Your approval, or the approval of the person designated to act for you, should be indicated on Voucher Form 1012 in the space provided for "Immediate Supervising Official," and on Form 1034, should be indicated under the words "Sign Original Only". The dotted line immediately to the right should be left blank for the signature of the official in Washington who is authorized to approve such vouchers.

5. Beginning with travel performed on and after July 1, 1936, each sub-letter of authorization issued under your State letter of authorization must be identified in the upper right hand corner by a series of numbers (beginning with No. 1). Each such number should be followed by the symbol number of the State and county, when applicable, i.e., No. 1-21.009. The figure "1" indicates the number of the letter, the figure "21" the State, and the figure "009" the county. Where the travel should be charged to the State office only, the State symbol should be followed by the figure "888".

6. Beginning with travel performed on and after July 1, 1936, each sub-letter of authorization must show the total estimated expense of the travel authorized, including per diem, mileage, and value of Government transportation requests, if any are issued.

7. In connection with travel beginning July 1, 1936, three copies of each sub-letter of authorization, bearing signature or facsimile thereof, should be forwarded immediately upon issuance to the Office of Director, Northeast Division, Agricultural Adjustment Administration, Washington, D. C., for use in accounting procedure. In addition, one copy of the sub-letter of authorization, bearing signature or facsimile thereof, must be attached to each reimbursement voucher submitted for the period of the sub-letter of authorization. The original sub-letter of authorization should be retained by the traveller.

8. There are attached suggested sub-letters of authorization. You will note that sample letters 1, 2, and 3 are suggested for issuance to County Committeemen. Sample letter 4 is suggested for issuance to Principal Assistants, Senior Assistants and Assistants in Agricultural Conservation, and your attention is called particularly to the last sentence thereof, which reads: "Your official station is (Headquarters), which is the point at which the office of the County Agricultural Extension Agent is located. Your temporary headquarters is (Place of Residence). No mileage may be allowed for direct travel between headquarters and temporary headquarters." This sentence is in agreement with Paragraph 3(b)(2) of letter of authorization which will be issued to you, and it is necessary that such information be contained in the sub-letter of authorization which you issue to any Assistant in Agricultural Conservation. However, even though no reimbursement may be allowed for mileage between headquarters and temporary headquarters, entries must be made on Form 1012e showing the mileage performed between these two points when such mileage is in connection with any additional travel authorized by you. To further substantiate this information, it is suggested that on the face of the voucher, near the top right hand corner thereof, in the space provided for "residence", the place of residence of the traveller be entered. Sub-letters of authorization may be mimeographed, if you so desire.

Sample letters 2, 3, and 4 provide for travel by personally-owned automobile on a comparative cost basis at not to exceed 5¢ per mile. In other words, Form AAU-9 must be submitted, in duplicate, with each Form 1012, unless a statement is made in the body of Form 1012, when applicable, that the points at which stops were made were inaccessible to common carrier; or that travel between certain points involved stops in the vicinities thereof, requiring the use of personally-owned automobile, rather than common carrier.

Such statements must be substantiated by the entries in Form 1012e, including all points visited and meter readings.

9. General Regulations 36, Supplement No. 5, issued by the Office of the Comptroller General, under date of June 12, a copy of which was sent you with our letter of July 1, 1936, requires the use of Standard Form No. 1012e "Statement of Travel by Motor Vehicle" in lieu of U. S. Department of Agriculture Form AD-22 and/or Form 15-A.

Form 1012e provides space for place and number of registration of vehicle and ownership thereof, as well as space for entry of speedometer readings. The name of owner of the vehicle which will be entered near the top of the form must agree with the name of the person signing the form.

Beginning with vouchers covering travel for the month of July, this form must be executed in duplicate and must accompany each claim for reimbursement submitted on Forms 1012 and 1012a. The form is being printed by the Government Printing Office and it is requested that you advise us immediately the quantity that will be required in your State during the next six-months' period. It is expected that we will be able to fill your order by the end of this month. Inasmuch as the form is a standardized Government form, it may not be mimeographed.

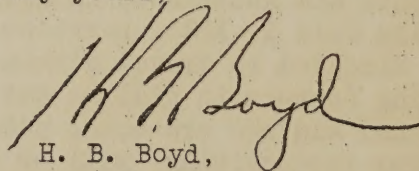
10. When your advice of allotment and letter of authorization are received you will note that the classes of Principal Assistants, Senior Assistants and Assistants in Agricultural Conservation have been included. Beginning July 1, 1936, services of persons other than committeemen, who may be directed to travel within a county only, for the purpose of assisting farmers in filling out work sheets, reports and applications for grant, and who are being paid at \$5, \$4.50 or \$4 per day, in descending order respectively, will be certified in the Assistant series and not in the clerical series as heretofore. Further, only one such assistant may be employed in any one county without specific prior authority of this office, necessitating an amendment to your letter of authorization. When an Assistant in Agricultural Conservation is not travelling and may perform office work for a short period between trips, you may continue to certify his services in the assistant series, but if you find that the necessity for any further travel has ceased, you may remove his name from the assistant series and certify his services in the clerical series when his services are required for office work only. No person whose services are certified in the clerical series may be authorized to travel on the days his services are certified in that series.

11. Considerable difficulty has been experienced in obtaining prompt clearance of Forms AAA-22, Temporary Service Certificate, inasmuch

as there has been a discrepancy in many cases between the entries in the column "Number of Days Worked" and the entries in the "Remarks" column, showing the actual hours of service. It is again requested that every effort be made to obtain agreement between the entries in these two columns. For instance, where employees of an office are working on an eight-hour day and John Doe works from 8 to 12 in the morning, such entry must be made in the "Remarks" column, i.e., "8 am - 12 noon" and in the column headed "Number of Days Worked", he would be certified for one-half day. If there is any disagreement at all between the entries in these two columns, the office in which the pay rolls are prepared will make no attempt to prepare a pay roll covering a certificate showing such discrepancy. Rather, it has been necessary that that office contact our office for advice, and in order to obtain prompt issuance of the pay checks concerned, we have, in many cases, reduced the hours of service shown in the "Remarks" column to agree with the entry in the column headed "Number of Days Worked". If the employee concerned has suffered thereby, it is regretted, but had we not taken such action, no checks would have been issued to any person certified on the particular certificate involved.

Beginning with the new fiscal year, the preparation and payment of pay rolls will be expedited, if separate temporary service certificates (Form AAA-22) are prepared for each county and/or State Office, listing all employees, whether committeemen or clerical, within each county group, by designation, such as "Senior Clerks", "Clerks", "Assistant Clerks", or "County Committeemen", "Community Committeemen", or "Senior Assistants in Agricultural Conservation", or "Junior Assistants in Agricultural Conservation". Where only one or two employees are working in each county, it is not necessary to prepare individual certificates for each county, but the names of all employees, both committeemen and clerical, in any one county should be included in one group, leaving a space between each county group. Only one certification should be submitted for each county covering all employees in that county for each pay period. All certificates of service should be submitted in triplicate.

Very truly yours,



H. B. Boyd,
Assistant Director, Northeast Division.

Enclosure.

Sample Letter No. 1

(For issuance to County Committeemen when travel is to be performed by train or bus for one round-trip only. It is suggested that this letter be used when a committeeman will travel to a meeting and return to headquarters without further travel.)

No. _____--(State Code)

Account Symbol No.
(0500-(State Code)-(County Code)

Date (prior to travel)

Mr. _____
(Official Title)
(Headquarters)

Dear Mr. _____:

Under Letter of Authorization No. _____(AA), dated July 1, 1936, you are hereby authorized to travel from _____(Headquarters) to _____, and return upon completion of assignment to _____(headquarters), for the purpose of conferring with officials of the Agricultural Adjustment Administration, County Committeemen and others in connection with the 1936 Agricultural Conservation Program under the Soil Conservation and Domestic Allotment Act, and to incur necessary expenses not to exceed (amount) in connection with such travel.

No per diem will be allowed under this authority.

Your official station is _____(headquarters).

Very truly yours,

(Name)
(Director of Extension)

Sample Letter No. 2

(For issuance to County Committeemen when travel is to be performed by personally-owned automobile for one round-trip only. It is suggested that this letter be used when a committeeman will travel to a meeting and return to headquarters without further travel. Form AAA-9 or other supporting evidence of advantage or economy to the United States is required).

No. _____ - (State Code)

Account Symbol No.

(0500-(State Code) - (County Code)

Date (prior to travel)

Mr. _____
(Official Title)
(Headquarters)

Dear Mr. _____:

Under Letter of Authorization No. _____ (AA), dated July 1, 1936, you are hereby authorized to travel from _____ (headquarters) to _____, and return upon completion of assignment to _____ (headquarters), for the purpose of conferring with officials of the Agricultural Adjustment Administration, County Committeemen, and others in connection with the 1936 Agricultural Conservation Program under the Soil Conservation and Domestic Allotment Act, and to incur necessary expenses not to exceed _____ (amount) in connection with such travel.

In the event that it is found to be more economical and/or advantageous to the Government to use personally-owned automobile, reimbursement therefor will be made at the rate of not to exceed 5 cents per mile, when a showing is made of the comparative cost between travel by personally-owned automobile and common carrier, taking into consideration increased or decreased subsistence expenses. See paragraphs 12(a) and 83(e), Standardized Government Travel Regulations.

No per diem will be allowed under this authority.

Your official station is _____ (headquarters).

Very truly yours,

(Name)

(Director of Extension)

Sample Letter No. 3

(For issuance to County Committeemen when more than one trip is to be performed by personally-owned automobile. It is suggested that this letter be used when a committeeman will travel within his county throughout the year. Under this letter he may not travel outside his county.)

No. _____ - (State Code) _____

Account Symbol No.
(0500-(State Code)-(County Code)

Date (prior to travel) _____

Mr. _____

(Official Title) _____

(Headquarters) _____

Dear Mr. _____:

Under Letter of Authorization No. _____ (AA), dated July 1, 1936, you are hereby authorized to travel from _____ (headquarters) to such points as may be necessary within and throughout the County of _____ at such times as may be necessary during the remainder of the current fiscal year ending June 30, 1937, and return to _____ (headquarters) in connection with the 1936 Agricultural Conservation Program under the Soil Conservation and Domestic Allotment Act, and to incur necessary expenses not to exceed _____ (amount) in connection with such travel.

In the event that it is found to be more economical and/or advantageous to the Government to use personally-owned automobile, reimbursement therefor will be made at the rate of not to exceed 5 cents per mile when a showing is made of the comparative cost between travel by personally-owned automobile and common carrier, taking into consideration increased or decreased subsistence expenses. See paragraphs 12(a) and 83(e), Standardized Government Travel Regulations.

No per diem will be allowed under this authority.

Your official station is _____ (headquarters) _____.

Very truly yours,

(Name)

(Director of Extension)

Sample Letter No. 4

(For issuance to Principal Assistants, Senior Assistants and Assistants in Agricultural Conservation, when more than one trip is to be performed by personally owned automobile. Travel is limited to the county).

No. _____ - (State Code) _____

Account Symbol No.
(0500-(State Code)-(County Code))

Date _____ (prior to travel)

Mr. _____
(Official Title)
(Headquarters)

Dear Mr. _____:

Under Letter of Authorization No. _____ (AA), dated July 1, 1936, you are hereby authorized to travel from _____ (headquarters) and/or _____ (temporary headquarters), to such points as may be necessary within and throughout the County of _____ at such times as may be necessary during the remainder of the current fiscal year ending June 30, 1937, and return to either _____ (headquarters) or _____ (temporary headquarters) in connection with the 1936 Agricultural Conservation Program under the Soil Conservation and Domestic Allotment Act, and to incur necessary expenses not to exceed _____ (amount) in connection with such travel.

In the event that it is found to be more economical and/or advantageous to the Government to use personally-owned automobile, reimbursement therefor will be made at the rate of not to exceed 5 cents per mile when a showing is made of the comparative cost between travel by personally-owned automobile and common carrier, taking into consideration increased or decreased subsistence expenses. See paragraphs 12(a) and 83(e), Standardized Government Travel Regulations.

No per diem will be allowed under this authority.

Your official station is _____ (headquarters), which is the point at which the office of the County Agricultural Extension Agent is located. Your temporary headquarters is _____ (place of residence). No mileage may be allowed for direct travel between headquarters and temporary headquarters.

Very truly yours,

(Name)

Director of Extension

NER-APM-2

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

July 28, 1936.

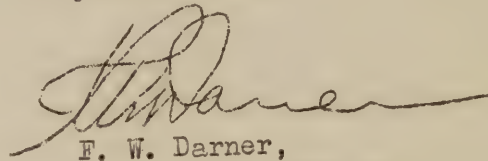
Dear Director:

For your information and guidance in determining the leave to which employees under your direction are entitled there are attached mimeographed copies of Executive Order No. 7409 prescribing regulations relating to annual leave, and Executive Order No. 7410 prescribing regulations relating to sick leave of Government employees.

In this connection, you are advised that neither of these Orders grants leave to persons employed on a per diem basis under your letter of authorization, nor to formal appointees who are paid only when actually employed, such as State Committeemen.

Departmental regulations are being drafted and you will be supplied with copies as soon as they become available.

Very truly yours,



F. W. Darner,
Sr. Administrative Officer,
Northeast Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

July 31, 1936.

Dear Director:

In order to comply with the provisions of Section 3 of the Act of March 14, 1936, (Public No. 471, 74th Congress), you are requested to complete the attached form, "Report of Overtime," (Form ACP 17), listing each employee under your direction working in connection with the Agricultural Conservation Program, in both departmental and field service, who performs overtime during any calendar month. This will include employees holding formal appointments by this office (except State Committeemen) and persons employed under your letter of authorization on a per diem basis, both in the county and State offices (except County and Community Committeemen and Assistants in Agricultural Conservation). This report should be prepared in triplicate promptly at the close of each month, beginning with the month of July. The original of the report, initialed by you, and one copy should be forwarded to the Office of Director, Northeast Division, Agricultural Adjustment Administration, Washington, D. C., for transmittal to the Office of Business Management, Agricultural Adjustment Administration.

Memorandum No. 696 signed by the Acting Secretary of Agriculture has been received by this office, the seventh section of which reads:

"For workers of all groups stationed at institutions or commercial establishments where cooperative, regulatory or inspectional activities are conducted by the Department, the hours of duty shall be fixed by the chief of the respective bureau to conform to the hours of duty adopted by the cooperating institution or commercial establishment; provided that the hours of duty so fixed shall be not less than the minimum required by these regulations for other department employees in similar groups or classes; provided further, that a report of the hours of duty so fixed shall be furnished the Director of Personnel by the chiefs of the respective bureaus."

Accordingly, the hours of duty of all those employees under the direction of a State Director of Extension including those employed under a letter of authorization are to be fixed in accordance with the hours of duty in effect in the State Extension Service, provided, however, that such hours of duty may not be less than those prescribed by the Department, namely, seven hours per day (39 hours per week), for office work, and eight hours per day (44 hours per week) for field or outdoor work.

In connection with the above quoted paragraph from Memorandum 696, Personnel Circular No. 28 reads:

"The hours of duty stipulated by the provisions of Secretary's Memorandum No. 696 conform to the recommendations of the Inter-departmental Committee, except in the following instance:

'Section 7 - For workers stationed at institutions or commercial establishments.

"Should employees performing service of a class normally allocated to the 39 hour group be assigned under Section 7, the service rendered in excess of 39 hours per week will represent an increase over and above the recommendations of the Inter-departmental Committee. Such excess will be reported as overtime."

Accordingly, in filling out Form ACP 17 overtime will be shown in Column 6 for the difference between the hours specified by the Department, as explained on the reverse of Form ACP 17, and as entered for each individual in Column 4, and those required by the Extension Service, as entered in Column 5.

All approved service rendered by each employee under your direction in excess of your schedule of hours should be counted as additional overtime and will be shown in Column 7 of Form ACP 17.

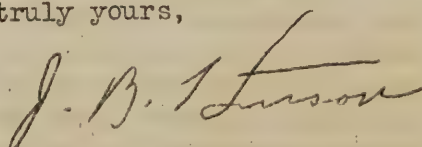
The total hours of overtime rendered is derived from adding Column 6 and Column 7. This total should be entered in Column 8.

The remainder of the form is believed to be self-explanatory, but if you have any questions please advise us.

This report should be separate and distinct from any report made to the Federal Extension Service and should cover only those employees paid directly by us.

A supply of Form ACP 17 will be forwarded to you under separate cover. Additional copies will be supplied upon request, giving the quantity desired.

Very truly yours,



Director, Northeast Division.

1-42
N76A
S. J.
JUG 31 1936

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

NER-ADM-4

July 27, 1936.

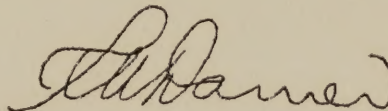
Dear Director:

Reference is made to paragraph seven of our letter of July 6, 1936 (NER-Adm. 1), in which it was requested that three copies of each sub-letter of authorization be forwarded to this office immediately upon issuance. Such sub-letters of authorization should be issued prior to the date travel covered thereby is performed. If you have not already prepared such sub-letters of authorization covering travel being performed during the month of July, it is requested that you have such letters issued immediately. The advance copies of these sub-letters of authorization are necessary in order to set up the necessary encumbrances on the accounts. You should also issue letters covering any travel to be performed during August at the earliest date possible.

In this connection Government Travel Regulations (paragraph 12) require that travel by personally-owned automobile be previously authorized. Some accounts have been suspended by the General Accounting Office because of evidence that letters of authorization were issued subsequent to the travel rather than prior thereto. While such cases are unusual, it is essential that we make every effort to follow regulations if unusual delay in payment of expense accounts is to be avoided.

We will appreciate your cooperation in this respect.

Very truly yours,



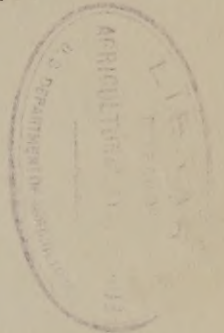
F. W. Darner,
Sr. Administrative Officer,
Northeast Division.

NER-ADM-5

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.

147
N76A
M.G.
AUG 31 1936

July 28, 1936.



Dear Director:

This will supplement NER-ADM-1 dated July 6, 1936, the ninth paragraph of which explains the use of Form 1012e.

We are now advised that there has been a delay in the Government Printing Office and the forms will not be available for some few weeks. Rather than delay the submission of travel vouchers, it is suggested that the old forms USDA-22, AD-22 or 15-A with the insertion of speedometer readings, place and number of registration of vehicle, and ownership thereof, be used pending receipt of your supply. We believe we can clear the accounts with an explanation to the General Accounting Office that the required forms are not available.

Very truly yours,

F. W. Darner,
Sr. Administrative Officer,
Northeast Division.

